

**CTE Consortium Meeting Minutes**  
**Wednesday, January 28, 2009**  
**10:00 a.m. – 3:00 p.m.**  
**MATC – Room 115**

<b>Present:</b>	Jack Bell	Brent Judd
	Boyd Donaldson	Mike Liechty
	Cheryl Hardy	Glo Merrill
		Mary Lou Seamons

**USOE Staff Present:** Darrell Andelin, Janet Goble, Patti Godfrey, Pearl Hart, Marv Johnson, Dawn Kay-Stevenson, Thalea Longhurst, Carl Lyman, Sherry Marchant, Dave Milliken, Tom Sachse, Mary Shumway, Craig Stoker.

**1. Welcome and Approval of Minutes**

Boyd Donaldson welcomed everyone to the meeting. The December 2008 meeting minutes were approved as recorded.

**1. Action Items Report**

Mary Shumway reviewed the status of the action items:

- The State Board leadership have asked that Brenda Hale's division start to develop recommendations for the High School Redesign Initiative.
- Providing information regarding Pathways to superintendents, principals and other school administrators is still being pursued.
- Specialists are continuing to provide standards to the ATC's so that courses align.
- Medical math will be submitted to the state board via Murray School District. The Business Math course will be submitted after the Medical Math as gone through the review process.
- Marv Johnson reported on the set-aside distribution item from last month's meeting. His survey results indicated that the majority of the CTE directors had not yet spent all of their set-aside funds. It was decided that after the award letters are received districts will be able to spend set-aside funds, then they are to submit a request for reimbursement. It was noted that the reimbursement request form only takes a few minutes to fill out and submit to the State. This decision protects the districts from being able to use the CTE set-aside funds to balance their budgets when there are shortfalls. Marv Johnson and Mary Shumway discussed the statute **53A-17a-146 Reduction of district allocation based on insufficient revenues**, which states: *(3) The requirement to spend a specified amount in any particular program is waived if reductions are required under this section.* This allows districts to access CTE set-aside, or maintenance of effort, for budget shortfalls. All funds other wise restricted are fair game when state funding is reduced. All CTE directors are encouraged to make themselves a part of their district administrative discussions regarding budget shortfalls.
- It was suggested that the breakout sessions at the next secondary directors meeting would be an ideal way to discuss budget shortfalls, additional graduation credits, and students taking remedial courses which all impact CTE programs. Directors will be asked in advance to prepare information to share on these topics.

**2. Budgets and Legislative Update**

Mary Shumway reported that there are fewer bills this legislative session, especially bills with any appropriation. The budget is the main focus for everyone this year. The education budget is projected to take a 4% cut this fiscal year (FY09). Mary provided a handout from the Public Education Appropriations Committee with proposed budget reductions for FY 10. Mary explained the report and

pointed out the last page shows that few of her proposed reductions in CTE programs were used. CTE staff and professional development are targets for cuts in FY 2010.

The directors discussed the impact the districts “no travel” restrictions will have on the CTSO activities and summer conference attendance. Marv Johnson requested that each of the region directors ask if additional federal funds will help any of the districts participate in this year’s CTSO events. The directors were asked to report back to Marv. Discussion continued regarding the hard budget decisions that directors are being forced to consider, and how those decisions will only get harder next year. The State Board did not want to allow the discussion of cutting the number of school days yet, but they will be willing if it comes to dire circumstances. Other suggested solutions for CTSO conferences in the future were to hold them locally, or even virtually if necessary. The suggestion to hold half of the program area summer conferences one year, and then the other half the next year was considered. Everyone decided that if there was a need to discuss budget strategies before the April 29-30 directors meeting Mary and the Coordinators would organize a Wimba or conference call meeting for all directors.

Mary Shumway reported that the UCAT legislation under House Bill 15 is poised to pass soon. The governor has reportedly backed down from his position to veto the bill if he is given the ability to appoint the UCAT Board members. The legislation does not allow UCAT to grant degrees, but they are still a college with their own board. The amendment allowing the ATC’s to expand and cross over regional boundaries did not pass.

### **3. DWS Sector Initiative with Regions and Working with Pathway Initiative**

Craig Stoker made everyone aware of planning meetings that are being held with representatives from Department of Workforce Services, Governor’s Economic Development Office, Department of Rehabilitation, and some industry sectors such as the auto and energy industries. They are interested in developing a workforce that will be prepared to meet the future needs of these industries and our changing economy. It will be important for CTE directors throughout the state to be included in these sector meetings so educators can be involved. A handout was provided showing a list of regional contacts. Some large industries are involved and if we are not represented in the planning phase of how they will spend large amounts of new federal monies we may end up with parallel systems that are unnecessary. We need to combine our efforts, so we do not waste resources or cause confusion. There are a lot of opportunities on the horizon for students and local populations.

### **4. Perkins Update**

Marv Johnson provided handouts showing the state met more than the required 90% of the targets in each of the Perkins indicator areas. The details of the district breakdown identifies only the districts that did not meet their targets. Those districts are required to set in motion an improvement plan. If after a second year, any of those districts do not achieve within 90% of the targets, funding will be lost. Marv continued by explaining the schedule deadlines and cycle for submitting Perkins plan updates. More specifics and training will be distributed to directors at the April 29-30, 2009 CTE Directors Meeting. Marv indicated if there are final details available before that meeting he will distribute them to the directors in order to give them more time to complete the requirements.

### **5. Perkins RFPs**

Craig Stoker passed out some information requesting districts develop NonTraditional Career and Technical programs or Special Population projects with some available grant money. Craig indicated that this is not a formal RFP at this point, but is interested in hearing if there are any ideas. Please submit to Sherry Marchant.

### **6. Directors Meeting Schedule**

Mary Shumway reminded the directors that the St. George Directors Meeting has been canceled. There will be a consortium meeting held on March 25<sup>th</sup> as a result of that cancelation. The UACTE Conference will be February 6-7, 2009. Ken Gray will be presenting on Saturday morning. Mary distributed two articles by Ken Gray and indicated he has also written a book on the subject. Counselors and Work-based Learning sections have been invited to join the two administrative sessions where he is presenting. Cheryl Hardy endorsed the general session where Craige will be displaying iPod technology. Directors

requested time together to discuss budgets. Mary and Cheryl determined 11:15 a.m. to noon would be the only time available to bring the directors together for a quick meeting.

#### **7. PwT Teacher Salary Supplement Program**

Mary Shumway reported that the Division of Human Resource Management (DHRM) has modified the list of courses that qualify for the Teacher Salary Supplement Program (TSSP). The “Physics with Technology – CTE” course is now on the list. The new list can be found at <http://tssp.utah.gov/pdf/QualifiedCourses.pdf>. They have added a number of CTE math courses as well. These courses would have to be taught by a math endorsed teacher, not a CTE teacher. When Mary told DHRM that some of these courses didn’t count as math credit or were the Applied, Advanced, and Supplemental Math courses, they said they thought they needed to put them on the list anyway to meet the intent of the law. To qualify for the TSSP program the teacher must have a degree in math or science, plus the appropriate endorsement. Please notify the TSSP qualified teachers teaching “Physics with Technology – CTE.” Teachers can still apply for these funds for this school year. We are grateful to Senator Howard Stephenson for going to DHRM and helping work out this solution. It was reported that they have not spent all of the funds yet.

#### **8. Changes to R277-462 CCG Program and Counselor Student Ratios Worksheet**

Dawn Stevenson provided the changes to the Comp Guidance board rule as a result of the last board meeting. She pointed out the mandate to districts to meet the 1:350 ratios which was approved. It will be the responsibility of Tom Sachse and Dawn Stevenson to communicate with districts regarding their plans and progress towards meeting this goal and keep the board informed. Directors expressed concern over the impending staffing cuts that may affect counselors. Dawn indicated that as long as the staffing cuts are across the board and is not just targeted at counselors then that is acceptable. As soon as the clean copy of the board rule is available Dawn will alert the CTE directors via email with the online link. Tom Sachse introduced the worksheet that will be used 1) as the survey tool to determine where each district currently stands in relation to the new mandate, 2) as a way districts will register their plan to come into compliance. There should be joint input from school administrators and superintendents. It was suggested that the worksheet include registrars and more details into support personnel functions.

#### **9. CCG Program Conferences**

Tom Sachse reported that CCGP winter conference registration is up this year. The conference will focus on Pacific Islanders. There is a new fingertip reference and CTE directory that he is providing to counselors. The theme at summer conference this year will be SEOP’s. There are many counselors that excel in this area and they are needed as presenters. Directors were asked to submit the names of those counselors to Tom via the form provided.

#### **10. Update on CIDS RFP**

Dawn Stevenson reported that the University of Oregon based program *into*CAREERS, that will provide the new career information delivery system, has already built the main shell and are currently inputting pathways. They are ahead of schedule and may have it up and running as early as July 1, 2009, and at the latest September. This will give us the opportunity to save the Choices \$200,000 contract renewal cost which is due July 1, 2009. The Utah Mentor piece will no longer exist. We are trying to name the new system and so we will award a \$100 cash prize to the group that submits the winning name.

#### **11. CTE Intro Summer Conference**

Sherry Marchant provided a flyer with details of the CTE Intro summer conference being planned for Friday, June 19, 2009 at Syracuse High School. The 19 career development lessons are being rewritten so we want at least one counselor and one team member from each school to attend.

#### **12. Accounting AP Course**

Janet Goble reported that she received feedback from CEU and Dixie indicating they did not want to pursue any course that will not transfer to another institution. If the standards are reviewed by the college board and are accepted they would consider accepting it. Gary Wixom thought it was worth pursuing. It was noted that in the Mountainland region UVU dropped Math 2010 and so it will no longer be available

through concurrent enrollment. The Accounting AP course may turn out to be a valuable alternative to fill that void.

### **13. BioManufacturing**

Darrell Andelin reported that two Bio-Manufacturing courses are being piloted in Granite School District while they are going through the CTE program approval process. Mary Shumway and Darrell Andelin attended a meeting with Granite School District to establish a timeline for program approval, explain licensing issues, and offer suggestions. A formal presentation on Bio-Manufacturing will be forthcoming in the March Consortium Meeting.

### **14. Skill Testing Update**

Craig Stoker reported on the following items from Renee Hyer regarding CTE skill testing per the handout provided.

1. Figures indicate the state has 99% of CTE skill tests being administered online. That percentage is an indicator that essentially all testing has moved online.
2. Proposing a 15 minute period on February 10<sup>th</sup> to conduct a trial test where more than 6,000-7,000 students access the system all at one time to purposely stress the testing system. If any problems are detected they can hopefully be resolved before the actual online testing rush. As a bonus the test will contain general CTE information in honor of CTE Month. Please encourage teachers to respond to Renee's request for participants.
3. The test revisions are moving forward as planned. There are 63 revisions scheduled this spring.
4. There were two Project Lead The Way tests (966 Civil Engineering and 967 Aerospace Engineering) that had not been officially approved by the committee so approval was received via email voting. Everyone concurred since there was no budget impact they should be added this year. Renee has already done this.
5. There will be a skill certificate committee meeting on April 29<sup>th</sup> before the directors meeting. Please submit your agenda items for that meeting.

Mary Shumway and Craig Stoker expressed appreciation to our CTE teachers for pioneering online testing in the state. CTE has led the way for CTE nationwide, and for other curriculum areas within the state. They suggested that there are some things that teachers can do to help high volume testing periods go smoothly: 1)Do not leave testing until the last day; 2)Know in advance how to log on; 3)Prepare in advance for the testing day. The directors asked that Renee be informed that they appreciate the work that she and the committee have done in carrying off the monumental task of moving the state to online testing. Considering the numbers of tests involved they feel it has been very smooth.

### **15. Other Items**

Boyd Donaldson reported on the success of the recently held Central Region Pathway Conference. He has received positive feedback from principals and counselors regarding the implementation of pathways. In their discussions three-year rotations came up as a solution to help provide more pathways to students. Marv Johnson indicated that the program does allow for that. Boyd concluded by emphasizing the need to further educate superintendents and local school boards on pathways.

Brent Judd reported to the consortium that his district is currently writing board rule language that requires a student to identify a career pathway through the SEOP process first before academic scheduling is determined. This will be a shift in the whole thought process of secondary education that previously scheduled academics first and then considered whether or not it was applicable to a student's career goals. The flexibility to change between Pathways will still exist. He also informed everyone that the Alternative Energy Car Racing will be held in Milford, Utah and there will be a flyer with details coming soon that everyone should watch for.

### **16. Next Meeting – February 25, 2009 10:00 a.m. – 3:00 p.m., MATC – Room 115**